

**City of Lauderhill
Employment Opportunity
12/16/05
Open-Competitive**

**Job Title: Administrative Specialist I
Parks & Leisure Services**

Salary:

\$ 23,160.00 annually

Job Description:

Under general supervision, the purpose of the position is to provide moderately complex, diversified office support for an assigned department. Employees in this classification perform routine and specialized administrative support work. Position is responsible for document management, schedules, meeting minutes, answering inquiries, and other office support duties. Performs related work as required.

Note: Upon request, official job description of the duties required in this position is available in the Human Resources Department.

Qualification Requirements:

High School diploma or GED; supplemented by up to one (1) year previous experience and/or training involving office administrative support; or an equivalent combination of education, training, and experience.

Ability to type 35 words per minute. Typing test is required.

Basis of Rating:

- 1) Review of application based on education, training, and experience as requested in the application.
- 2) An interview designed to evaluate each applicant's knowledge in this field of work.

Closing Date & Time:

Open Until Filled

Applicant must file a complete application and attach copy of High School diploma or GED and relevant certifications as indicated above. Resumes alone are not acceptable.

How to Apply:

Applications may be obtained at the City of Lauderhill, Human Resources Department, 5569 W. Oakland Park Blvd. Lauderhill, Florida 33313, from 8:00 A.M. to 4:15 P.M., Monday through Friday.

Benefits:

Full-time employees of the City enjoy an excellent benefits package including educational assistance program, paid vacation leave, pension, dental and health insurance and career advancement.

**Equal Opportunity and Affirmative Action Employer/M-F/D/V
Pre-employment Physical, Drug and Alcohol Screening
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